

Hospitality Team: Head Usher

Create an environment that gives people the best opportunity to grow in their relationship with Jesus Christ.



Why join our team?

First time guests often decide whether they'll attend a second time within the first seven minutes of arriving. Long before a word is preached or a song is sung, guests have formed an opinion of our church. Hospitality team members help shape that first impression from the street to their seat, by offering guests a giant welcome, helpful information, and a fond farewell. Remember you re"present" God when you offer hospitality to our friends and guests.

Expectations

- Serve, at minimum, twice a month for at least 6 months
- Find your own replacement when needed, via approved contact list.
- Planning Center Services is our online scheduling and worship planning application. You will be responsible for responding to requests with a simple accept or decline.
- Be a member of Trietsch Memorial United Methodist Church

Your role as a Head Usher

- Arrive 30 minutes prior to service start time for the hospitality prayer huddle.
- Ensure all Ushers check in at volunteer desk, initial by their name and get a nametag.
- After consulting the plan of worship, assign sections and go over the timeline with the ushers.
- Ensure Ushers have necessary materials at each station.
- Offer a genuine greeting "Good morning! Welcome to Trietsch!" etc.
- Watch for people who seem unclear, have special needs or children and offer assistance.
- Fill in or assist as necessary for Ushers
- Ensure all doors are closed at appropriate times.
- Record Ushers count on the Sanctuary count sheet.
- Count and record all unassigned sections.
- Assist Ushers in getting the plates and fill in as necessary
- Receive the plates behind the information desk. Along with the hospitality coordinator, remove the attendance cards and place all money as quickly as possible into a bank bag and then into the safe.
- After the service, thank people for coming and hand out materials to those exiting as needed.
- Walk through the sanctuary and clean up as needed.

Final Notes

- Proactively recruit a diverse team of Ushers.
- Encourage shadowing opportunities for potential Ushers
- Do not estimate in your counting. Do your very best to get an accurate number in every section.

When God's people
are in need, be
ready to help them.
Always be eager to
PRACTICE HOSPITALITY.
ROMANS 12:13 NLT